



**Board of Directors Meeting**  
**May 3, 2018 at 10:00 a.m.**  
**Room 222**  
**Peoria Civic Center**  
**Peoria, Illinois**

**BOARD OF DIRECTORS MEETING**

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**Present:** Ed Markison, McHenry County, President  
Barb Stiehl, City of Urbana, Vice-President  
Mark Doerfler, Wauponsee Township, Secretary  
Sarah Harbaugh, IPWMAN Executive Assistant  
Joe Cronin, City of Lockport, Region 2  
Sam Tesreau, City of Rochelle Region 2  
Gary Holm, City of Batavia, Region 3  
Vince Kilcullen, Village of Algonquin, Region 3  
Elias Koutas, Village of Palatine, Region 4  
Tom Casson, Menard County, Region 6  
Kent Cox, City of Macomb, Region 6  
Dennis Schmidt, City of Champaign, Region 7  
Sean Henry, City of Carbondale, Region 11  
Kelly Kerr, Management Committee

Present by Phone: Vydas Juskelis, Village of Villa Park, Region 4  
Jeff Ruth, Information Technology Committee

**A. Call to Order 10:01am**

**B. Roll Call/Introductions**

**C. Approval of Minutes:**

*Motion was made by Dennis Schmidt to approve the minutes of the February 22, 2018 meeting.  
Vince Kilcullen seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

**D. Other Items Needing Approval**

- a. Memorandum of Understanding MABAS
- b. Memorandum of Understanding ILEAS

*Motion was made by Joe Cronin to approve both MOU's (MABAS and ILEAS).  
Dennis Schmidt seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

- c. Website Update for New Compliance Law

*Motion was made by Mark Doerfler to contract with Anttix to make the website compliant.  
Joe Cronin seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

d. Renewal of the Independent Contractor Agreement

*Motion was made by Sean Henry to renew the Independent Contractor Agreement.*

*Gary Holm seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

## **E. Report of Officers**

a. President's Report

- i. Ed discussed the letter he wrote to the Village of Berkeley about not renewing. The Village has not responded.
- ii. Ed discussed the letter he wrote to the Acting IEMA Director. He is trying to meet with Amy Eller. He reached out to the new IEMA director. Ed will try and reach out to Jennifer Ricker. Chief of Staff Sarah Plinski is going to send out dates to meet.

b. Treasurer's Report - Howard Killian not in attendance.

c. Secretary's Report - Mark Doerfler - Signed 12 new members. He purchased 3 Ring Binders for hard copies of the meeting minutes. We are adding a President & Secretary signature page for meeting minutes. Do we need a cover page for the binders explaining that some of the meeting minutes are old and not necessarily original? Decided no.

## **F. Report of Standing Committees**

a. Operations Committee – Scott Weber not in attendance

b. Management Committee – Kelly Kerr - Policy manual changes complete and have been sent out to the executive board. Operations manual draft will be finished by end of next week. Tom Casson brought up some changes that need to be made. Kelly is putting everything together as one package (including appendixes).

c. Membership Committee – Kent Cox

- i. June 9, 2018 Region 6 IEMA meeting. We are on the agenda to present. Kent is going to present. Tom Casson will attend also.
- ii. How many regions do we have where board members are part of the IEMA quarterly meetings? 2, 3, 4, 6, 7, 9, 11.
- iii. Kent is going to host TEEX (Disaster management) classes. It was very easy to setup. It might be worthwhile for other regions to do that also. ILEAS is offering two classes, Essentials of Community Cyber Security, and Community Preparedness for Cyber Incidents,

- in September for free at ILEAS Training Center. Barb will forward information to Sarah to post on website and eblast out to the membership.
- d. Finance Committee – Howard Killian not in attendance.
  - e. Training Committee – Elias Koutas – The committee put together a draft for Duty Officer training. The draft is pretty comprehensive, good input. They are thinking of holding a training mid to late summer up north, another down by Troy, and maybe a 3rd one at the conference. 1 hour long at conference, 2-3 hours at other trainings. Elias is working with MABAS and ILEAS to do some interactive training.
  - f. Technology Committee – Jeff Ruth - Anyone with content should send information to Jeff to share on our social media. He is seeing retweets and sharing and 9 hits on facebook. Facebook wants us to pay for ads but we are not interested in that. He will start promoting National PW week. Jeff will explore starting an Instagram.
  - g. Nominating Committee – Betty Harrison was not in attendance.
  - h. Trailer Committee – Vince Kilcullen - MEOC all repaired, ready to roll. Mark is starting to work on inside. Tomorrow the MEOC will probably be ready 98% ready to go back to Washington. Mark needs 7 office chairs. If someone has spare ones let Mark know. The whiteboards are up, the TVs are mounted. He is currently working on cabling for internet. Once that is done on Friday, they will work on some of the low voltage stuff. They got a new radio, have two amateur radios coming, Federal Signal donated a green light for the top to symbolize that it is a command post. He will work on some problems with outside lights. The trailer has a siren now also. Vince will start working on response trailers in two weeks.
    - i. EMAT Trailer Addition - Ed discussed the possibility of an EMAT trailer this fall. The trailer is in great shape. Are we interested in acquiring this trailer? Yes.
  - i. Conference Committee - Mark Doerfler - Mark has one speaker, now has duty officer training also. Mark needs help with speakers. Board members reach out to people to speak. Maybe do a call for speakers. Sandbag people want to exhibit, and would probably speak also. 1 hour sessions. Sam has ideas. Topic idea from Tom is what assets we have and what is available. MOU with MABAS and ILEAS could they come talk at the conference? Can we get Darrel Drago to come back and talk about State stuff/process with state and reimbursement?
    - i. Reinee Hildebrandt is writing a case study for US Forestry Service and wanted information about what we did as part of the Ottawa and Naplate response and some Washington information. Ottawa is a Tree City USA. Mark provided information. Renee sent the

- finished article that is all about us to Mark. The article will be published sometime in 2018 in a federal magazine. Very positive publicity.
- ii. Illinois Chapter APWA May 2 & 3 - Barb at booth. Mark met with Urbana city engineer who is on this APWA conference committee. APWA wants to talk about maybe joining together for 2020. More to come on that subject.
  - iii. Chicago Metro Expo May 23 & 24 - Kelly handling this.
  - iv. 2018 Conference - Board meeting at 5 on October 15, 2018 at conference.
    1. Sponsorships – Harbaugh/ Doerfler - Need help. Maybe get rid of exhibitors and just have sponsors.
    2. Give a way's – Kilcullen - Last year we gave away backpacks. Vince likes the duffel bag. All agree to get duffel bags with IPWMAN logo. Vince is thinking of ordering around 100 bags.

## **G. New Business**

- a. THE Conference presentation update – Barb Stiehl  
Barb presented at the THE Conference at U of I, and had a full room. No questions.
- b. APWA SW Branch presentation update – Mark Doerfler - filled in for Vince Kilcullen. Jeff Ruth and Mark presented. Seemed like mostly private vendors not municipalities. Mark adjusted his presentation into why join and also how does it work. The how it works part went over really well.
- c. TOIRMA April 10<sup>th</sup> meeting in Springfield – Barb Stiehl & Mark Doerfler  
Mark did a great job talking to the TOIRMA representative. Mark talked to Charlie Montgomery, President of the Township Highway Commission, about how to get all townships to join IPWMAN. TOIRMA has joint ideas. Mark & Barb met with two TOIRMA representatives. Owen, who is president of the group wants to buy a membership for every township they insure which is 1400. They were amazed and excited about how big we are and what we can do for their members. They can give the townships the money to join but can't force them to join. Are we interested in pursuing having all of the townships join IPWMAN? Absolutely! We will then be getting HUGE. What are the impacts of such a large growth? TOIRMA is going to vote on this in June. There are insurance groups for counties, and other areas that may decide to do this also.
- d. IACE Conference presentation update – Barb Stiehl  
Barb also presented at the Illinois Association of County Engineers in Bloomington in April. Barb received very positive feedback. DuPage talked about how great we are. Several people approached her about joining.

- e. ITTF update – Vydas Juskelis
  - i. The ITTF Council of Chairs approved additional funding. There are grant funds that needed to be spent by end of August. Critical Infrastructure committee asked for funds for pumps and generators. Pumps couldn't be funded but funding was available for 4 100k generators. Expect to submit for funding for phase 2. If IPWMAN has any requests now is the time to do this. There are several new members to ITTF, People's Gas, Ameron, & Illinois Commerce Commission. Ameron may be a good possible speaker for the conference.
  - ii. A template was sent about tracking ITTF assets. Tom will forward to everyone. The template should be used whenever we deploy.
  - iii. ITTF is working on a school safety working group. Focus on things that do not require legislation. They are working on recommendations to school superintendents. Behavioral threat assessment, hardening of facilities, response protocols, active shooter drills, fire alarms (how do you deal with the situation when a fire alarm is used to get the kids out of the school and into the open), and trauma management.
  - iv. Director promoting to committee see something say something program. Do we want to put a link up on our website? No response.
- f. Marketing update – Barb Stiehl
  - i. Barb has contacted the University asking them to help us. Hard to do because of timing. Barb sent something out to her city's marketing person. That person suggested a plan with 4 phases. We can do as much or little as possible. We don't have pricing but she wanted to know if we thought this was the right approach? Phase 1 -communication audit, phase 2 – form a marketing committee from various groups in our membership, phase 3-strategy to target specific audiences, Phase 4 - create materials to distribute. Barb will ask for a cost breakdown.
  - ii. We are almost out of membership stickers. 6 per packet. Should we reinvest? Should we go all white vs. dark logo on tinted windows. Pens are dwindling down. We need promotional material for the conference.
  - iii. Vince will talk to Nicky, the duffel bag person, about pricing of pads of paper and pens, etc..
  - iv. Mark will order clear cling with white letters. We will hold off on pens, etc.
  - v. Barb will ask her marketing person for ability/pricing for a display board and roll up display.
- g. Village of Berkeley update – (Covered in E.a.i)

- h. IEMA Director update – (Covered in E.a.ii)
- i. IDOT IPWMAN Liaison update – Ed

#### **H. Old Business**

- a. Regional IEMA Director Meetings (Covered in F.c.ii)
- b. IPWMAN Magnets – Ed Markison needs correct logo. Sean will get it to Ed in a specific size.
- c. IPWMAN Capital Plan – Ed Markison - Need info of what is in trailers.
- d. ILEAS Files - Sean Henry will get them before the end of the month.
- e. Book - Kelly Kerr and Sarah Harbaugh will work on.
- f. Regional 4 meeting. Vydas said the National Weather Service has something if you have an outdoor event. Vydas will send the link to the app that will then notify you if there is weather coming that may affect your event. Add this link to facebook and twitter.
- g. On-line Apparel – Local guy seems very busy. Sarah will send Mark a contact for website shop.
- h. Radios - Kent has some for our trailers. Kent will give Mark a list of what radios he has. Mark asked Vydas if we can get more radio caches from ITTF Grant? Vydas & Mark will discuss.

#### **I. Next Meeting Date and Location**

- a. Next Meeting Thursday August 16, 2018 @ 11:00 a.m. Bloomington – Double Tree Hotel & Conference Center, Bloomington, Illinois

#### **J. Adjournment**

*Motion was made by Joe Cronin to adjourn the meeting.*

*Dennis Schmidt seconded the motion.*

*Voice vote taken. Motion passed unanimously.*

**Meeting adjourned at 1:32pm.**

**May 3, 2018 Meeting minutes**

**BOARD PRESIDENT APPROVAL**

**Signature & Date** \_\_\_\_\_

**BOARD SECRETARY APPROVAL**

**Signature & Date** \_\_\_\_\_